

IDAHO BOARD OF MASSAGE THERAPY
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 1/8/2018

BOARD MEMBERS PRESENT: Linda A Chatburn - Chair
Carla Anne Steen
Mary Jo White, D.C.

BOARD MEMBERS ABSENT: Gail L King

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Admin. Support Manager
Lori Peel, Investigative Unit Manager
Jean R. Uranga, Board Prosecutor
Maurie Ellsworth, General Counsel
Candace Villarreal, Board Specialist

The meeting was called to order at 8:33 AM MST by Linda A Chatburn.

NEW BUREAU MEMBER INTRODUCTION:

Julie Eavenson, administrative support manager, was introduced to the Board.

APPROVAL OF MINUTES

Dr. White made a motion to approve the minutes of 11/27/2018. It was seconded by Ms. Steen. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The deadlines to submit proposed rule and law revisions to the Governor's Office have passed for the 2018 Legislative Session. The deadline to submit proposed law changes to the Governor's Office is mid-July 2018 and the deadline to submit proposed rule changes to the Governor's Office is mid-August 2018 for the 2019 Legislative Session.

Ms. Cory gave an update on upcoming meetings with legislative members to be held in Boise over the next few weeks. Ms. Chatburn will attend the Thursday, January 11, 2018 at 3:30 PM MST meeting. Dr. White made a motion to direct the Board Chair to speak on behalf of the Board for the 2018 Legislative Session on all legislative issues. It was seconded by Ms. Steen. Motion carried.

FINANCIAL REPORT

Ms. Cory gave the financial report, which indicated that the Board had a cash balance of \$316,776.98 as of 11/30/2017.

DISCIPLINE

Ms. Uranga presented Findings of Fact, Conclusions of Law and Final Order for case number MAS-2018-12. After discussion, Ms. Steen made a motion to approve and accept the Final Order and to allow the Board Chair to sign. It was seconded by Dr. White. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

OLD BUSINESS

TO DO LIST

The Board reviewed the To Do List and no action was taken.

FREQUENTLY ASKED QUESTIONS DRAFT GOAL DATE

The Board discussed the movement of the goal date for the in-process FAQ draft, which Ms. Chatburn is assisting the Bureau in creating, to the March meeting. This draft is regarding externships, clinical fieldwork, education standards, supervision, compensation, and student collection of contact information.

DISCUSSION OF RENEWAL FORM AND CONTINUING EDUCATION

Discussion was held regarding review of the wording in the online renewal form for continuing education deadlines, and a possible post card or letter created as a mailer to Idaho Massage schools and associations regarding the renewal process and continuing education completion. Dr. White made a motion to direct Ms. Steen to work with the Bureau to review existing wording on the renewal application forms to see if updates would be beneficial, and to make a determination on the need for communication to Idaho Massage schools and associations. It was seconded by Ms. Steen. Motion carried.

EXECUTIVE ORDER

Ms. Eavenson outlined the Board's role in responding to the Lt. Governor's Executive Order. There is a template that will be used to complete each Board's response, and the template contains six sections:

- A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal
- B. Applications and Renewals Denied – 2017
- C. Disciplinary Actions – Past 5 Years
- D. Law, Rule, or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry
- E. Assessment of Public Interest
- F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Bureau will be responsible for gathering and entering all of the data sections A, B and C of the template. The Bureau and each Board will jointly fill in section D regarding the Law, Rule or Policy Changes or Proposed/Implemented changes in Last 5 Years to Eliminate Barriers to Entry. The Board Specialist and Administrative Support Manager will assist the designated Board member with writing sections E and F.

Ideas for the Executive Order that come up between meetings cannot be shared among Board members outside of Board meetings, but may be forwarded to the Board Specialist or Administrative Support Manager for inclusion in the next meeting.

The process will be completed in three meetings: 1) discussion, 2) review and approve a rough draft, and 3) review and approve a final draft. The final draft must be completed and approved by June 15, to meet the July 1, deadline for responding.

NEW BUSINESS

NEXT MEETING is scheduled for March 5, 2018 8:30 AM MST.
ANOTHER MEETING was scheduled for May 14, 2018 at 8:30 AM MST.

CORRESPONDENCE

The Board reviewed correspondence from a licensee regarding allowing licensure to expire and a waiver of continuing education. Ms. Steen made a motion for the Bureau to inform the licensee that the Board approves the waiver of continuing education; however, upon reinstatement of licensure, requirements for continuing education will need to be met. It was seconded by Dr. White. Motion carried.

The Board reviewed correspondence from Brent Bowen, RN, regarding the scope of practice for Registered Nurses and massage. Ms. Steen made a motion for the Bureau to send a reply asking Mr. Bowen to seek information from the Idaho Board of Nursing relating to RN Scope of Practice regarding Massage. It was seconded by Dr. White. Motion carried.

The Board reviewed correspondence from the Federation of State Massage Therapy Boards regarding the January 2018 In Touch letter and discussed the Member Board Executive Summit being held April 12-13, 2018 in Kansas City, Missouri. Dr. White made a motion to send a Board member and a Bureau representative. It was seconded by Ms. Steen. Motion carried.

EXECUTIVE SESSION

Dr White made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Steen. The vote was: Ms. Steen, aye; Dr. White, aye; Ms. Chatburn, aye. Motion carried.

Dr. White made a motion to come out of executive session. It was seconded by Ms. Steen. The vote was: Ms. Steen, aye; Dr. White, aye; Ms. Chatburn, aye. Motion carried.

APPLICATIONS

Ms. Steen made a motion to approve the following applications for licensure:

Aaron, Kenneth	MASA-3405
Dansie, Arial M	MASA-3399
Dudley, Ronald S.	MASA-3395
Feng, Yan	MASA-3285
Fisher, Kimberly	MASA-3389
Flowerdew, Daniel S.	MASA-3388
Hickcock, Wendy	MASA-3390
Hogwood, LeeAnn K.	MASA-3386
Hulse, Tess R.	MASA-3387
Johnson, Alan C.	MASA-3397
Johnson, Paula K.	MASA-3401
Li, Xin	MASA-3321
Morris, Laurel	MASA-3354
Mountain, Abigail M	MASA-3365
Odell, Justin Teague	MASA-2891
Pedersen, Whitney	MASA-3407
Robinson, Monica A.	MASA-3407
Wang, Qingmei	MASA-3400
Sun, Xiaoling	MASA-3398
Cameron, Lourdes	MASA-3402
Cozza, Kailey	MASA-3406
Lindsay, Laura	MASA-3410
Chen, Xiaohong	MASA-3412

It was seconded by Dr. White. Motion carried.

Ms. Steen made a motion to approve the following applications for licensure pending receipt of additional information:

901-155-850
901-155-645
901-155-648
901-155-933
901-155-686
901-155-440
901-155-989
901-153-010
901-156-005

It was seconded by Dr White. Motion carried.

Ms. Steen made a motion to approve the following applications for licensure pending receipt of additional information and Board Chair review:

901-155-619
901-155-427
901-155-814
901-155-931
901-156-006

It was seconded by Dr White. Motion carried.

Ms. Steen made a motion to table the following applications pending receipt of additional information:

901-155-604

It was seconded by Dr. White. Motion carried.

SOCIAL SECURITY CARDS

Discussion was held regarding submission of a copy of an applicant's Social Security Card for all application types. Ms. Steen made a motion to approve the requirement for all applicants to submit Social Security Cards if, upon review of procedural requirements by the Bureau, implementation of this requirement is sustainable. It was seconded by Dr. White. Motion carried.

APPLICATION DEADLINES

Discussion was held regarding review of applications that are not submitted 7 business days prior to of the next scheduled Board meeting. Applications shall not be considered to be complete until all required information, documents, and fees are received and processed. The Board reviews complete applications even if they are submitted within 7 business days of a Board meeting. Incomplete applications received within 7 days of the next Board meeting, are not likely to be reviewed.

HUMAN TRAFFICKING HOTLINE

Ms. Peel discussed the Human Trafficking Hotline phone number and will email the information to all Board members.

RECOGNITION OF BOARD CHAIR

Ms. Chatburn asked that the next Board meeting agenda contain a review for approval of recognition of the previous Board Chairman and a possible plaque.

ADJOURNMENT

Ms. Steen made a motion to adjourn the meeting at **12:43 PM MST**. It was seconded by Dr. White. Motion carried.

Linda A Chatburn, Chair

Gail L King

Carla Anne Steen

Mary Jo White, D.C.

Tana Cory, Bureau Chief